

Brookings County
Capital Asset Form
TRANSFERS, SURPLUS & DISPOSALS

Complete this form for all capital asset Transfers, Disposals, or items
declared surplus – sold, donated, salvaged, destroyed, trade-in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware, and infrastructure with a **useful life greater than one year** and **original cost greater than \$500.**

☐ Transfer

☐ Surplus

☒ Disposal

Asset # & Description:

B0007 12/31/1970
Highway Shop - Sinai

Serial/VIN Number:

NA

Model or Product:

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

Razed.

For Surplus:

☐

YES

☒

NO

Disposal Date:

4-1-2016

To Transfer between Departments:

Transfer From:

Department:

Transfer To:

Department:

Location:

Location:

Date:

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments: